

## CIVILIAN REWARDS & RECOGNITION (R&R) TOOLBOX REPLY

The EARS Design Team recognized non-monetary recognition as meaningful and recommended its use more often. In response, an EARS R&R Work Group was formed to expand the R&R Toolbox options in the current R&R Handbook. The following are proposed toolbox options made by the work group:

<u>AWARD</u>	<u>APPROVAL</u>	<u>REASON FOR AWARD</u>	<u>AWARD ELEMENT</u>
◆ Mentor	Peer	In appreciation for someone who mentors another individual	Certificate
◆ People's Choice	Peer Work Group	Peer who takes initiative & provides notable contribution to group	Certificate/Informal Recognition Item
◆ Peer Recognition	Peer	Personal recommendation from peer	Certificate
◆ VIP Visit	Immediate Supv.	"Job well done"	VIP Handshake
◆ Circle of Excellence	Immediate Supv.	High performing team	Informal Recognition Item
◆ Blue Ribbon	Immediate Supv.	Notable job delivering quality product/service-going X mile	Blue Ribbon
◆ Service Excellence	Immediate Supv.	Caught in the act of delivering excellent customer service	Informal Recognition Item
◆ Supervisor for a Day	Immediate Supv.	Leadership: exemplify exceptional leadership skills (open to everyone)	Certificate/ Informal Recognition Item

Non-monetary, informal recognition items are limited to a maximum of \$100. Examples of these items include: mugs, lapel pins, tee shirts, gym bags, calendars, trophies, plaques, unit photographs, jackets, brief cases, etc. Please note: They are not Performance Awards linked to ratings on annual appraisals, Special Act Awards, On-the-Spot Awards, or Time-Off Awards.

### WE WANT TO HEAR FROM YOU!!

WHAT TOOLBOX OPTIONS WOULD YOU LIKE TO ADD TO THE LIST FOR CONSIDERATION?  
COMMENTS ON THE ABOVE OPTIONS?

---



---



---



---



---

*Please mail your reply to:*

Rewards & Recognition Suggestions  
U.S. Coast Guard  
G-WPC-3, Room 6303  
2100 Second Street, SW  
Washington, DC 20593-0001

*If you have questions, please contact Ms. Linda Settle at 202-267-2368 or e-mail to [Error! Bookmark not defined.](#)*

GS	WG	<i>Name (Optional)</i>	<i>Location</i>
----	----	------------------------	-----------------